

**DETERMINATION AND FINDINGS
FOR A SOLE SOURCE PROCUREMENT
WITH TRAVELERS AID WASHINGTON, D.C.
FOR CASE MANAGEMENT AND TRANSPORTATION SERVICES**

AGENCY: Department of Human Services
Income Maintenance Administration (IMA)

VENDOR: Travelers Aid Washington D.C.
1612 K Street, N.W. Suite 506
Washington, D.C. 20006

FED. TAX ID: 59-250-6390

FINDINGS

1. AUTHORIZATION:

D.C. Code 312 Procurement Practices Act, D.C. Code Section 1-1183.5; 27 DCMR Section 1705 Sole Source Determinations.

2. MINIMUM NEED

Thousands of individuals come to the District of Columbia for a variety of impractical reasons, without clear plans, and without resources to house and feed themselves and their children. They may not have the resources to allow them to return home or to move on to another community where family or others may assist them. When their inability to live self-sufficiently in the District becomes apparent they are very likely to turn to The Government of the District of Columbia for assistance. There is a high probability that they will likely to apply to the Income Maintenance Administration for cash, food assistance, and housing.

The District must be prepared to help stranded, indigent individuals and families return to their communities. By providing limited crisis intervention, casework services, and travel expenses to such persons helps divert them from the District's caseload, thus, resulting in thousands of dollars in savings in cash assistance, shelter and hours of staff work.

The purpose of the required purchase order is to establish a vehicle to pay Travelers Aid for short-term casework and travel expenses to enable indigent individuals and families who would otherwise be seeking services from the Income Maintenance Administration or District-funded services for the homeless to return to their home communities.

These services are offered on a limited, case-by-case basis. The services may also be used to provide transportation to permit a TANF recipient to travel to another city to take up permanent

employment, or to assist a TANF recipient in travel required by a domestic violence situation, in specific situations related to TANF rules.

3. ESTIMATED REASONABLE COST:

Travelers Aid receives a 25 percent discount on bus tickets from Greyhound bus lines. All clients will travel by bus unless illness, physical incapacity or another compelling reason requires that they travel by train or air. If other forms of travel are required, Travelers Aid seeks out the lowest cost carrier. The budget for this purchase order has been estimated at \$25,000, to provide services up to an estimated 350 individuals, with a \$69.00 per case fee charged by Travelers Aid and an average estimated cost of \$66.00 for travel. This is a total estimated average cost per individual case of \$135.00. When a “case” is a family, and arrangements can be processed together, the case fee will be applied to the family group, not to each individual. However, since travel costs will also vary considerably, this most conservative estimate of cost per person is preferable.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT ACTION:

Having helped stranded travelers in Washington since 1913, Travelers Aid is one of the oldest social service agencies in the city. It is an affiliate of Travelers Aid International and has established connections nationwide for assessing the needs of and identifying help for travelers-in-need from all across the country. While other organizations offer casework services to indigent and homeless persons, only Travelers Aid is specifically geared to helping individuals and families travel back home or to other communities where they can obtain the help they need.

Travelers Aid’s professional caseworkers are skilled in quickly assessing the indigent status of an individual or family and identifying connections in the home communities to whom they can turn for help upon their return. In addition, Travelers Aid has established a relationship with Greyhound which discounts tickets for its clients by 25 percent, a savings that will be passed on to the District under this purchase order. Travelers Aid staff and volunteers are on site at Union Station and at the major airports to assist stranded travelers. The Union Station location is only seven blocks from the Income Maintenance Administration’s 645 H Street, N.E., Decentralized Service Center.

5. CERTIFICATION BY FUNDING AGENCY

I/We hereby certify that the above findings are correct and complete to the best of my/our knowledge. I/We also determine that the anticipated cost to the District is fair and reasonable based upon paragraph 4C above.

6. DETERMINATION

Based on the findings certified above, I/We hereby determine that the services should be procured by sole source procurement.

ADMINISTRATOR

Date

CONTRACTING OFFICER

Date